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7 SEP 1965

MEMORANDUM FOR : Chief, Benefits and Services Division

SUBJECT : Establishment of a Retirement Branch

1. For some time I have been considering certain organizational changes and reallocation of responsibility in connection with the many aspects of retirement under both the Civil Service and the CIA Retirement and Disability Systems. It has been quite clear that if we are to discharge well our responsibility for these substantive programs, some realignment of responsibility among the several Office of Personnel components involved is necessary, and this memorandum sets forth the first of the changes that will be made.

2. Effective as soon as you can arrange an orderly transition but no later than 20 September 1965, a new branch, to be identified as the Retirement Branch, is established in BSD. The Retirement Branch will be responsible for the following:

a. Various aspects of retirement for employees covered by the Civil Service Retirement Act, as are now handled in the Benefits and Counseling Branch;

b. Preretirement planning and counseling for employees covered by the Civil Service Retirement Act, as now performed by the Executive Secretary, Agency Retirement Board (ARB); and

c. Preretirement planning and counseling for employees covered by the CIA Retirement and Disability System.

3. Preretirement planning and counseling for employees covered by the CIA Retirement System is a new function for BSD, and it will be necessary for you and the Chief, CIA Retirement Staff to develop implementing procedures. Further, and since we will be looking to the Chief, Recruitment and Retiree Placement Division for all aspects of retiree placement for employees covered by both retirement systems, it will be necessary for you and C/RRPD to work out procedures for the early identification and referral to RRPD of all prospective retirees who desire or require retiree placement assistance.

4. I am assuming that the new Retirement Branch will be staffed by personnel now working on retirement matters in the Benefits and Counseling Branch and by  currently the Executive Secretary, ARB.

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In view of his past experience on retirement matters, it is my hope that [ ] can serve as Chief of the new Retirement Branch. In this capacity, he can not only continue in his present role as Executive Secretary, ARB but should also be able to develop the concept of preretirement planning and counseling for employees covered by the CIA system. Also, a supervisory responsibility for Civil Service retirement matters should give [ ] the opportunity to establish a closer and more effective relationship between his present duties as Executive Secretary, ARB and the actual processing of retirement matters.

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5. Unless you have views to the contrary, I will plan to discuss personally with [ ] his accepting the position of Chief, Retirement Branch, BSD.

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✓ Emmett D. Echols  
Director of Personnel

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